

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON

4 August 1948

Miss Katherine M. White
Secretary to Mr. Mathias F. Correa
Cahill, Gordon, Zachry & Reindel
63 Wall Street
New York 5, New York

Dear Miss White:

Enclosed please find copy of "Government Travel Regulations", which we have finally been able to secure. This will give you a clearer understanding of the regulations, I am sure.

I have observed that Mr. Correa has not been listing taxicab fares in his travel expense statement. He is entitled to taxicab fares from his home or place of business to airport or train station in New York and also from hotel or place of business to airport or train station in Washington. Perhaps he would like to claim reimbursement for this item in the future.

I am sorry to have to trouble you with respect to Mr. Correa's previous telephone calls. However, I have been informed by the office to which I submit His vouchers for payment that it is imperative that complete information be submitted on the calls before Mr. Correa can be reimbursed for them. The following information is necessary: person called, place from and to which call was made, date, number of minutes, and amount charged. Would it be possible for you to supply the additional information necessary in connection with the calls listed in your letters of April 15 and May 17? It will, I believe, be more satisfactory if you list the tax separately on each call. If you can supply me with this information, we can clean up the calls completely, since you are now making them "collect".

I have not received any time and attendance or travel on Mr. Correa since June 21. Would you please let me know whether or not he has anything to report since that date.

I might add also that in case Mr. Correa should fail to use Government transportation request in purchasing his ticket, it is necessary for him to retain ticket stubs for submission with his voucher; otherwise, he will be reimbursed only for coach fare. Round-trip tickets also should be secured whenever practicable..

Sincerely,

P. S. I am enclosing a blank Public Voucher (Form 1034), which please ask Mr. Correa to sign both on front and back of sheet in the two spaces checked, and return to this office. When I have received the information from you on the telephone calls, I will fill in the form and submit for reimbursement to Mr. Correa.